



Little Treasures
Early Childhood Center

Registration Checklist

Child's Name: _____ Date: _____

____ Enrollment Form

____ Tuition Agreement Contract

____ HEIS Food Forms

____ Health Appraisal Form

____ First Week's Tuition

____ 1 week Tuition Deposit \$ _____

____ Enrollment Fee

Enrollment Form

Enrollment Date: _____ Dismissal Date: _____

Student Information:

-1. Child's Name _____

Child's Home Address _____

Home Phone _____ Date of Birth _____ Age _____ Gender _____

-2. Child's Name _____

Child's Home Address _____

Home Phone _____ Date of Birth _____ Age _____ Gender _____

Parent 1's Home Address, if different from Student

Parent 2's Home Address, if different from Student

Family Information:

Parent 1 (Name) : _____

Phone Number _____

Email _____

Parent 2 (Name) : _____

Phone Number _____

Email _____

Healthcare Provider

Physician's Name _____

Phone Number _____

Address _____

Hospital Preferred _____

Allergies _____

Medical History/Conditions, if any: _____

I give permission to Little Treasures Learning Center, Licensed by the State of Michigan to secure emergency medical and/or emergency treatment for the above named minor child while in care.

****Signature of Parent/Guardian** _____

Emergency Contact/ Release Child To:

Please list names, addresses, and phone number of contacts if parents can't be reached.

Name _____ Relationship _____

Phone _____

Name _____ Relationship _____

Phone _____

Name _____

Name _____

Phone _____

Phone _____

Relationship _____

Relationship _____

Tuition Agreement Contract 1

Thank you for selecting Little Treasures to be your childcare provider! We are excited for a fun year ahead.

In order to provide a safe, quality learning experience and plan for needed resources and teachers for the children at Little Treasures; Payment is expected regardless of absence. **Payment obligations are based on the days that you agree to use Little Treasures, not on actual attendance to ensure a spot for your child.**

Payments may be paid by check, cash, credit card, money order, Cash App, on the website, through the invoice sent to your email or with PayPal.

I understand:

- Payments must be made on Friday, prior to the start of the upcoming week or monthly on the first school day of the month, if paid monthly.
- Payment will be due weekly or monthly based upon agreed tuition amount regardless of absence, school closings or holiday breaks.
- There will be no reduction/adjustment in tuition for sickness, holidays, school closings, student absences, vacations, or snow days.
- If my child attends part time and will be absent, they may make up a day on a future date of parent's choice. If my child attends full time and will be missing 5 consecutive days, 50% of tuition will be due for the week absent. (If notified ahead of time) Ex: Tuition=\$200.00 50%=\$100.00
- If I do not bring my child on their scheduled days, my weekly tuition amount will still be the same. There will be no refunds/credits for missed days of care.
- I must call or message Little Treasures if my child will be absent.
- Little Treasures will sometimes close for inclement weather. Please have alternate care in case of a snow day.
- I must give a written notice of two weeks to begin the withdrawal period. If withdrawing with no notice, payment is still due for those two weeks.
- If I do not show respect to staff and students, my child may be withdrawn immediately and the contract will be terminated. Payment will still be due for the two-week withdrawal period.
- After 2 weeks of non-attendance/non-payment, your child may be withdrawn from Little Treasures if you have not spoken with Stephanie Medina.

****Parent Signature:** _____ **Date:** _____

Expected Care Hours For Child

Monday	Tuesday	Wednesday	Thursday	Friday
Am				
Pm				

If you are in of need before and after school care, please also write the times needed above, so I am able to make sure you are accommodated and I am in ratio. Please let me know schedule changes at least a week in advance. I understand changes may come up and I will do my best to accommodate day of or day before changes if possible, if you need your child to stay later than scheduled times.

**Licensing Rules Disclosure Form
2021-2022**

Parents and Guardians:

Little Treasures Early Childhood Center is required to inform you that Pursuant to rule 146 (i) (III) of the Licensing Rules for Child Care Center for the State of Michigan:

(i) The licensing notebook contains all of the inspections, investigation reports and corrective action plans.

(ii) The licensing notebook is available to all parents during regular business hours.

(iii) Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/michildcare

If at any time you would like to see this notebook it is available during regular business hours.

Picture/Video Release Form

Little Treasures would like to take pictures and videos of the students throughout the day. These pictures will be used to show learning activities. The pictures will be used to send to parents, in newsletters, and on our website for school purposes. Little Treasures would like your permission to post your reviews from social media to our website.

_____ I give permission to Little Treasures to take and use pictures/videos of my child. I release Little Treasures from any claims arising out of the use of pictures/videos that I, or my child may have.

_____ I give permission to Little Treasures to post reviews or statements I make about Little Treasures on their website and social media.

_____ I do not give Little Treasures my permission to take and use pictures/videos of my child (This does not include the use of security cameras). I release Little Treasures from any claims arising out of the use of pictures/videos that I, or my child may have.

Planned Food Service Program Policy

Meals are eaten family style with staff sitting with the children. **Children may bring food from home for lunch or may eat breakfast, lunch and snack provided by Little Treasures.** You may provide a snack from home or we will have snacks available. If your child has any allergies, please notify us and provide a doctor's note that states the allergy name and reaction that can occur.

If students requires special milk, parents may send in milk labeled with child's first name, last name and date. They will be discarded 7 days after opening and new milk will need to be sent in.

Infants-Enough bottles for the day must be prepared at home by parent and labeled with first, last name and date. New premade bottles must be sent each day. They must have cover on each bottle. You may also send in unopened commercially prepared liquid formula that is already mixed with bottles. Bottles will be refrigerated and warmed in bottle warmer. Center is not allowed to mix formula per licensing rules.

Diapers- Children that wear diapers or pull ups must have enough diapers/wipes at school to last at least a week or more. Children are changed every two hours or more as needed per licensing. **(20-25 diapers/week depending on the child)** We will store them safely in a bin with your child's name to make changing quick and easy. When you are running low, we will send a note to ask you to send more in to leave at school. We thank you for your cooperation.

If you would like Little Treasures to provide diapers and wipes for your child instead of you sending them in, there will be a fee of \$45.00/month. This breaks down to \$2.25/day.

Payment must be made for the month in total. Please pay by the beginning of each month.

_____ I would like Little Treasures to provide diapers and wipes for my child.

Discipline Policy Form

Teachers at Little Treasures will utilize positive methods of discipline, so that each child is provided with a safe and nurturing learning environment. Students will learn to develop self-control and how to take responsibility for their own actions. Expectations will be clear and consistent. Kicking, spitting, hitting, disrespectful verbal behavior and other behaviors that will put your child or another child in danger are not permitted. Age appropriate behavior will be modeled and taught. Logical consequences and a calm tone will be used for discipline. Students will discuss their emotions and feelings in order to solve the behavior issue and may be redirected to a new activity. We know that conflicts will arise. We will work with children to solve their problems and create a positive learning situation. Children will learn conflict resolution skills and will be respected.

If a certain behavior (excessive or aggressive) continues to become harmful to others, a parent meeting will be held to come up with a plan to resolve the concern privately. Parents will be provided with a behavior notice. If necessary, families will be connected with community resources for support.

- If families/parents are unable to follow the rules and agreements set by Little Treasures, the child will be withdrawn. If families/parents and students are unable to speak/treat staff members with respect, their contract will be terminated immediately and payment will still be due for the withdrawal period of two weeks after withdrawal date/notice.
- If needed, a behavior plan will be implemented.
- If efforts to correct inappropriate behavior are unsuccessful, your child may be suspended from care for a specific amount of time.

Parents have the right to expect that their children will have proper supervision. A child who consistently needs the attention of the staff because of behavior is taking away the rights and learning experiences of the other children and not allowing the needs of all children to be met.

Additional techniques to be used with my child:

I certify that I have received and understand the food service, discipline policy, Licensing Rules and other school policies.

Upon signing this agreement, the parent or guardian and Little Treasures Learning Center agree to abide by all of the policies contained in this contract and within the parent handbook.

Parent/Guardian's Signature

Date